

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> COORDINATOR PUBLIC OUTREACH-Marine Resources		<b>Date:</b> 12/17/02
<b>Position Level:</b> 7	<b>FLSA Status:</b>	<b>Class Code:</b> 7-11

### GENERAL DESCRIPTION

The primary function of the Public Outreach Coordinator is to provide education and outreach services to assist an interagency working group with the first year of implementation of the No-Discharge Zone regulations in state waters of the Florida Keys National Marine Sanctuary.

### KEY RESPONSIBILITIES

1. \*Coordinate presentations aimed at explaining the No-Discharge Zone regulations to local boaters and review with the public ways to comply with the new rules, including cost-effective retrofitting of vessels to install Type III holding tanks. Duties might include scheduling dates, times and locations; preparing materials, coordinating speakers and presenting seminar content.
2. \*Help design web page information to assist boaters in complying with the No-Discharge Zone. Work with local businesses, chambers of commerce, and other organizations that have contact with boaters with using Keys waters to encourage them to link to this information from their web sites. Update information as needed.
3. \*Monitor a toll-free hotline providing information on locations, costs and hours of operation for pump-out stations in Monroe County to ensure all information remains up to date. Respond to questions and concerns regarding the No-Discharge Zone not answered by the recorded message, including arranging for follow-up on reports of changes in pump-out station status. The Coordinator will work with FDEP and the public to obtain and maintain this information and make any necessary changes to the hotline message.
4. \*Assist with general education and outreach tasks related to No-Discharge Zone implementation, such as coordinating the design and placement of signs for marinas and harbors, coordinating radio and video public service announcements, designing and placing print advertising, developing distributing written materials, scheduling and making presentations to key groups, and answering media inquiries.
5. \*Coordinate with Monroe County and other supervisory staff to meet reporting and accounting objectives and explore continued funding for the contract position.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree Required
<i>Experience:</i>	2 to 3 years experience, preferable in the Florida Keys
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	No responsibility or authority.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

